

CITY OF DALTON CREDIT CARD POLICY

Purpose

To allow departments to purchase goods and services directly from vendors when items are needed, but it is not expedient, practical or desirable to have either a check or cash available when payment is demanded.

Responsibilities

Finance Office

- **Company Selection** - The finance director will select the company to obtain the necessary credit cards and establish a line of credit. Consideration will be given a company that can meet the general purchasing needs of the various City departments and the billing and payment requirements of the City.
- **Credit Limits** – The finance director will establish the credit limits for each card recognizing that individual cards may vary with the types of goods and services which are anticipated to be acquired.
- **Payment** – Credit card bills submitted to the finance office must include supporting documentation – departmental approval, credit card remittance, credit card receipt for goods or services, invoice for goods or services. Documentation must clearly show that goods or services were purchased using the credit card.
- **Declines** – In the event the credit card is declined by a vendor, the card holder should immediately contact the finance office. If the purchase is made after business hours, the employee must find an alternate payment method or terminate the purchase and contact the finance office during normal business hours.
- **Allocation of Fees and Interest** – Any department not submitting documentation to accounts payable in a timely manner will incur a late fee and interest by the credit card company. The finance office will allocate the fee to the appropriate department.

Department

- **Number of Cards** – Each department head will determine how many cards are needed for their department and which employees will be allowed to use them. All employees issued a credit card must sign an acknowledgement form recognizing their responsibility to comply with the City's credit card policy.
- **Use of the Card** – The use of the credit card is restricted for City government to acquire goods and services which are appropriate for the conduction of City business. Purchases must follow the City's purchasing policy. Each department head is responsible for the use of the cards by their department. The department head is responsible to ensure all credit card charges are for legitimate City business and adequate funds are available within the departments approved budget.

- **Personal Use Prohibited** – Personal expenditures are prohibited from being placed on the City credit card even if the intent is to repay the City.
- **Protection of Card** – The department head is responsible for the protection and custody of the credit cards issued to its departmental employees. The card holder must immediately report a lost or stolen card to the credit card issuing company (1-800 # will be given to the card holder). The department head or employee must notify the finance office immediately of any lost or stolen cards (if after business hours the next business day). The credit card must be surrendered upon termination of employment.
- **Tax – Exempt** – Users must notify vendors or merchants that the transaction is exempt from Georgia sales and use taxes if the goods are purchased in the state of Georgia. An exemption form can be obtained from the accounts payable clerk.
- **Reconciliation of Statement** – Each department is responsible for reconciling charges on the monthly statement to the departmental employee's receipts. Any disputes, credits or billing errors with the vendor will be handled at the department level. The department will have access to online viewing of the credit card transactions.
- **Credits** – All credits will be issued through the credit card. Under no circumstance should a cardholder accept cash in lieu of a credit to the credit card.

ATTACHMENT A

City of Dalton Credit Card Agreement

Requirements for use of a City of Dalton credit card:

1. The credit card is to be used only for legitimate business purchases at the request of and for the benefit of the City of Dalton within the guidelines of the City's purchasing policy.
2. The credit card must be used in accordance with the provisions of the Credit Card Policy established by the City of Dalton as attached hereto.

Violations of these requirements may result in revocation of use privileges. Employees found to have inappropriately used the credit card will be required to reimburse the City of Dalton for all costs associated with the improper use through direct payment or payroll deduction. Disciplinary action may be taken up to and including termination. The City of Dalton will investigate and commence, in appropriate cases, criminal prosecution against any employee found to have misused the credit card or who violates the provisions of the cardholder agreement.

Credit Card Number: _____

Received By: _____
Name (Please Print)

I acknowledge receipt of the attached Credit Card Policy and agree to abide by said Policy.

Signature: _____

Date: _____

CREDIT CARD RETURNED TO FINANCE OFFICE

Received By: _____

Date: _____